

Dear Washington/Webster parents and guardians,

Who is ready for some change? Change is always a scary thing but it can also be exciting. Whether it is a pandemic, a new curriculum or now a new school, we will be ready. I think that we can all agree that our new curriculum has been successful. Were the topics new? Yes. Was it challenging? Yes. Did our teachers and students rise to the challenge? Yes. We are all better because we embraced the higher expectation and did the work. Now we are preparing to be all together in one school. This is wonderful news. Teachers will be able to collaborate more easily, parents will only have one drop-off and one pick-up and Washington students won't have to put on a coat to go to lunch. There will definitely be some things to figure out, but we have shown numerous times that we can all work together and figure out what is best for our students and children.

The past year was a rollercoaster. It was filled with tremendous lows and unbelievable highs. The common factor between the two was this wonderful community. Good or bad, we all show up and do what is necessary. It could be a shoulder to cry on or cheers of support for one of the many activities that our students and children participate in. It is easy to say that we have wonderful kids because we all know and love them. You know that it is true when strangers say wonderful things. Everywhere our students went, they received compliments about how respectful they were. This was every field trip and every activity that our students participated in. They may drive us crazy sometimes, but the lessons that they are learning at home and in the classroom are definitely sinking in. They are wonderful kids and they will make a positive difference in this world as they grow up.

Students attending Washington/Webster Elementary Schools will learn the skills needed to be successful. We will teach them these skills by building relationships with our students and modeling the behaviors that they will need. They will learn that if they **Desire** something, it will take **Determination** and **Dedication** to achieve their goal (The 3 D's). This mindset can be applied to anything in their life. It is something I believe in and it is amazing to see it in action. When a student describes how they applied this to something in their life, it is an amazing experience. The sense of pride is unmistakable.

Our students at Washington and Webster are amazing. We look forward to having them fill our hallways and classrooms with ROCKET PRIDE! It is truly a privilege to be part of a community where parents, teachers, and students care for each other and strive to build positive relationships that support academic and social growth.

Respectfully,

Mr. Noah Willis  
Elementary Principal  
Washington/Webster  
217-322-4311, ext. 205

[nwillis@sid5.com](mailto:nwillis@sid5.com)

**Welcome To  
Washington & Webster  
Elementary Schools  
Schuyler-Industry CUSD #5**

**Student-Parent Handbook 2024-2025**

**This agenda belongs to:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Grade:** \_\_\_\_\_ **Homeroom:** \_\_\_\_\_

**Telephone Numbers**

If you need to reach your child's school, call the district phone number and select which office you want from the menu.

District Phone	217-322-4311
Washington Fax	217-216-8001
Webster Fax	217-216-8002

**School Webpage**    [www.sid5.com](http://www.sid5.com)

**Be Proud, Positive, & Productive!**

**The 3 “Ds”**

**Desire** : You have a strong feeling of wanting something to happen.

**Determination**: You have decided to put in the work to accomplish your goals.

**Dedication**: You keep working even if it is hard or takes a long time.

## 2024-2025 Washington & Webster Faculty/Staff

**Superintendent: Dr. Beau Fretueg**  
217-322-4311 ext. 701

### Washington Office

**Principal: Mr. Noah Willis** 217-322-4311 ext. 105  
**Secretary: Mrs. Michelle Miller** 217-322-4311 ext. 100

### Webster Office

**Principal: Mr. Noah Willis** 217-322-4311 ext. 205  
**Secretary: Mrs. Kristen Campbell** 217-322-4311 ext. 200

#### Pre-K/Early Childhood

Mrs. Christy Ackman  
Mrs. Melody Claudius  
Mrs. Tara Lewis

#### Kindergarten

Mrs. Elizabeth Howard  
Mrs. Taylor Frank  
Mrs. Macey Utter

#### 1st Grade

Mrs. Hilary Bartlett  
Mrs. Sue Rericha  
Ms. Meghan Umphries

#### 2nd Grade

Mrs. Rachelle Fretueg  
Mrs. Elyse Ford  
Mrs. Jayne Howard

#### 3rd Grade

Mrs. Jane Kliffmiller  
Miss. Annabell Jones  
Mrs. Ashley Willis

#### 4th Grade

Miss Madison Love  
Mrs. Tami Zeeck  
Miss Karisa Wilson

#### Specials Teachers

Mr. Kyle Adams - P.E./Washington  
Mr. Quentin Haines - P.E./Webster  
Mrs. Patricia Orwig Art - Washington/Webster  
Mrs. Joelle Mitchell- Music/Webster  
Mr. Nathan Chockley - Music Washington  
Mrs. Teresa Hendricks - Library/Computer

#### Intervention Teachers

Mrs. Emily Higgins - Reading  
Mrs. Ashley Ingles - Reading  
Mrs. Tabitha Royer - Math

#### Special Education Teachers

Ms. Amanda Schieferdecker - Washington  
Mrs. Teri McAvoy - Washington  
Ms. Angel Sabeno - Webster  
Mrs. Shelly Langeland - Webster

#### Speech Teachers

Mrs. Joy King – Washington  
Mrs. Krista Groenewold – Webster

#### Support Staff

Mrs. Wendy Cameron - Nurse  
Mrs. Emily Hynek - Counselor  
Mrs. Britney Trone-Nurse  
Mr. Brian Hardy – Computer Tech  
Mr. Donald Vaughn – Custodian/Webster  
Mr. Daniel Gutierrez – Custodian/Washington  
Miss Billie Morgan - Custodian/Elementary  
Mr. Mike Trone – Maintenance

# Washington/Webster Elementary Schools

## Mission & Vision

**The mission of Washington/Webster Schools is to encourage dedication for learning, high expectations, personal growth, and socially responsible students.**

**Our vision is for our professional staff to educate the whole child through effective instruction that meets the needs of all learners in a positive learning environment that is linked to home and community.**

## PBIS – The Rocket Way To Be

### Be Safe, Be Respectful, Be Responsible

Washington/Webster Elementary Schools have implemented **Positive Behavior Intervention and Supports (PBIS)**. Its purpose is to create a social culture that will encourage positive behaviors and interactions. This social-culture will lead to a safe environment where students achieve academically and build positive relationships with each other and adults. The foundation of the approach emphasizes teaching students the behaviors we expect to see, reminding them to use those behaviors, acknowledging them when they do, and correcting them when they don't.

**The Rocket Way To Be** is a belief that our students will develop personal skills to use in everyday life. These core values will be carried through to all areas of the school. Our core values are Safety, Respect, and Responsibility. Our students will learn to recite and follow our “Rocket Way to Be” pledge, “Be Safe, Be Respectful, Be Responsible!” We define Safety as keeping hands, feet, and objects to oneself. We define Respect as following directions and reacting positively and we define Responsibility as staying on task, completing work, and having materials ready to go.

**Referrals** – PBIS discipline referrals are completed by staff as a form of documentation. If a student earns 3 Staff-managed, or “minor” referrals during a term, the progression then goes to an Administrator-managed, or “major” referral. The progression of consequences has been determined by the PBIS team. All staff-managed referrals result in a modified recess for the following lunch-recess, a reflective PBIS worksheet to be completed that day, and any other appropriate consequences as the teacher feels are necessary. For all administrator-managed referrals, an administrator will decide on appropriate consequences, contact the responsible adult (parent or guardian), and conference with the student.

**Bus Referrals** – Bus discipline referrals are completed by transportation staff as a form of documentation. These referrals are then given to an administrator for follow-up and issuance of consequence(s). \*See Transportation Section of handbook.

**PBIS Quarterly Celebration** - PBIS as a whole is fundamentally rooted in understanding and developing culture among the education system. That is why all students, regardless of grades or behavior history are invited to participate in a quarterly celebration. On the day of the celebration a student may be excluded if they behave inappropriately and forfeit their ability to participate in the remainder of the school day.

**Our school wide expectations lead to all areas:**

## **DISCIPLINE PLAN**

### **STUDENT DISCIPLINE**

Teachers and other employees shall maintain discipline in the schools. In all matters relating to discipline and conduct, all faculty and staff stand in for the parent/guardian to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students in the absence of the parent/guardian. In all disciplinary action, the staff should be mindful of the fact that they are dealing with individual personalities, and that it is sometimes more important to discover the causes of misbehavior than merely suppress it. Thoughtful discipline can be a means of fostering growth toward maturity and responsibility. Bullying is not acceptable at any time and will be handled on a case by case basis.

#### **General Discipline Procedures**

Disciplinary measures include: Think Sheet, withholding of privileges, confiscation of items that do not belong at school, noon-time detentions, notification of parent/guardian, removal from classroom, in-school suspension for a period not to exceed 5 school days (the Building Principal or a designee shall ensure that the student is properly supervised), suspension from school and all school-sponsored events up to 10 days, provided that appropriate procedures are followed, suspension of bus riding privileges, provided that appropriate procedures are followed, expulsion from school-and all school sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that appropriate procedures are followed, notification of juvenile authorities whenever the conduct involves illegal (controlled substances) look-alikes, alcohol, or weapons. Corporal punishment will not be used. Corporal punishment is defined as slapping, paddling or prolonged maintenance of students in physically painful positions or intentional infliction of bodily harm. Corporal punishment does not include reasonable force. Certified personnel are permitted to use reasonable force, as needed, to maintain safety for other students or school personnel, for the purpose of self-defense or the defense of school property. Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his/her conduct. Witnesses may also be interviewed in order to get a full picture of the incident. Repeated misbehaviors will result in an increase in consequences.

#### **Staff-Managed Behaviors (Minor Referrals)**

Minor referrals are considered staff-managed and will include consequences determined by the classroom teacher. Students may lose privileges, receive a modified lunch-recess (walking laps), be excluded from extra teacher-provided recess, serve a lunch detention, serve an after-school detention, be suspended in-or-out-of-school for 1-10 days as determined by administration for minor behaviors including but limited to:

1. Defiance/Non-Compliance - failure to comply with reasonable direction of any school personnel.
2. Disrespect - defiance, rudeness, inappropriate gestures, talking back, being uncooperative, or other behaviors that show a lack of respect for school personnel or other students.
3. Disruption - behaviors that are distracting to the learning environment.
4. Cheating and lying.
5. Inappropriate Printed Materials - do not bring to school, or print on the computers at school, material deemed unsuitable for children and/or the school setting.
6. Technology Violation - accessing the SID5 wireless with a school-provided or personal device without being authorized to do so by school personnel, or using technology time to access websites, videos, games, etc. that have not been permitted by the supervising staff member.
7. Inappropriate language - profanity and vulgarity will not be tolerated verbally, through physical gestures, or written while on school property.
8. Physical Contact (unwanted) - physical contact that is of a non-aggressive nature but unwanted by the recipient can be referred to as a minor at staff discretion.

9. Tardy - not returning from a bathroom/water break, lunch, or other activity outside of the classroom in a timely manner can result in a minor at staff discretion.
10. Property misuse - inappropriate use of any item, using an item in a way that it was not intended to be used.
11. Dress Code - repeatedly wearing clothing that displays inappropriate messages, images, violence, gangs, drugs/alcohol, etc. Students will be given alternative clothing to wear for the day.

### **Administrator-Managed Behaviors (Major Referrals)**

All referrals listed above as “Staff-Managed Minor Referrals” can be escalated to an Administrator-Managed Major behavior either after 3 other minor referrals or in the event the staff member determines the actions were performed in a malicious or excessive manner. Students may lose privileges, serve an after-school detention or be suspended in-or-out-of-school for 1-10 days or recommended for expulsion based on the situation or on previous misconduct violations. Other behaviors that will automatically result in an Administrator-Managed Major Referral include but are not limited to:

1. Fighting –fighting on school property will not be tolerated. Any physical contact that is enacted in an aggressive way, with the intent to harm, may result in a suspension from school. The second offense of fighting may result in a longer suspension from school. Students should never “play fight,” hit, kick, or bite anyone.
2. Threatening – making threats to harm others will not be tolerated.
3. Weapons – possession, use or threat of use of any weapon. This includes but is not limited to knives, guns or other instruments that can be used for harm. Pocket knives are NOT allowed at school.
4. Theft – generally handled in-house, however, the police may be notified.
5. Alcohol, Drugs, Tobacco and/or Drug Paraphernalia – possession, distribution or use. Police will be notified.
6. Destruction/Damage to School Property – this includes but is not limited to writing on school furniture and graffiti.
7. Skipping Class - if a student is spending excessive amounts of time in the bathroom, without evidence of an illness, or missing excessive amounts of instruction for unknown reasons.
8. Harassment/Bullying - repeated offenses against a targeted individual or group of peers.
9. Inappropriate Location/Out of Bounds - leaving the classroom, school area, or school property without permission, or accessing an area of the school that has been expressly designated as out of bounds.
10. Academic Dishonesty - blatant, repeated instances of cheating or forgery.

### **LUNCH DETENTION**

During a lunch detention students spend lunch in the office and will complete a think sheet. Lunch recess may also be modified.

### **SUSPENSION**

Parents/guardians will be notified by the principal of the reason for the suspension (in or out of school). Students may be required to make up the work they miss and will earn credit for that work. Parents have the right to a review of this suspension before the Board of Education or a hearing officer appointed by the board.

### **EXPULSION**

Students are usually suspended, pending expulsion procedures. Parents/guardians will be notified by the principal or superintendent of the reason for the proposed expulsion. It will state the rules and regulations allegedly violated, the length of the proposed expulsion, and the date, time and place of the Board of Education hearing.

**Discipline of Students with Disabilities**-The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's *Special Education* rules when disciplining students with disabilities. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

## DAILY SCHEDULES AND ROUTINES

### ATTENDANCE & ABSENCES

#### Arrival and Dismissal Times

Arrival:	Doors open:	7:30 am
	Morning Classes:	8:00 am
Dismissal:	Washington:	Starting at 2:35 pm
	Webster:	2:50 pm

Regular school attendance is vital to a student's success in school and is one of the most important habits a student can develop. A student who is frequently absent misses class instruction and discussion and social interaction.

Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session. When students are unable to attend due to illness or emergency reasons, parents are to notify the school before 9 a.m. Illinois law requires that whoever has custody or control of any child between six (by September 1<sup>st</sup>) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

**Without this notification, the student's absence will be unexcused.** Students may only be absent from school for a maximum of 10 days during the school year for which parent notification, by phone or note, will be accepted. Permissible reasons for absence are illness, funeral, family emergency, pre-arranged vacations, or other reasons approved by the Principal. **Beyond the 10 days, each absence will be treated as unexcused unless a note from a doctor is provided.** Students are encouraged to turn in doctor excuses each time he or she visits the doctor or dentist, as reminder notifications with the number of Unexcused Absences will be sent at 3, 6, and 9 days as a courtesy to parents so you are aware of how many Unexcused Absences your child currently has. Excessive absences may drastically affect student success because of lost learning time and may result in a referral to the truant office and/or consideration for retention.

Things to remember when your child is absent: Call the school before 9 a.m. to report your child's absence. Contact the school to request missed work and allow time for the teacher to gather the materials. Be sure your child obtains and completes all missed work. When your child is absent one day, make-up work is due in one day. If your child is absent for 2 days, he or she has 2 days to complete make-up work. We understand that parents cannot always plan their vacations around the school calendar, however, while many vacations can provide worthwhile educational experiences, children do miss out on valuable school time. Many of the classroom experiences cannot be made up through homework. It is the teacher's discretion as to when make-up work will be provided to the student for vacation purposes. We ask for your cooperation in keeping your child in school as much as possible and for your understanding when assignments cannot be given in advance.

### ILLNESS

**Your child must stay home if s/he has an elevated temperature of 100.4 degrees or higher.** Please be aware that your child is still sick and probably contagious even if you have given them a fever reducer. **Children should remain at home 24 hours after their temperature breaks without fever reducing medicine. Your child must stay at home if they are experiencing vomiting or diarrhea and be free of visible symptoms for at least 24 hours.** If your child has drainage from their eyes or excessive mattering upon waking up, please keep them at home and seek medical attention because eye drainage may be contagious. **Students with a temperature of 100.4 degrees or higher will be sent home. All current IDPH and local health department guidelines will be followed.**

## **HOME AND HOSPITAL INSTRUCTION**

A student who is absent from school, or whose physician anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital. For more information on home or hospital instruction, contact:Christy Glick .

### **TARDIES & TRUANCY (See Appendix A – Truancy Letter)**

Any student who arrives after the beginning of the school day is tardy and must go to the office **BEFORE** going to class. A parent must sign their student in at the office if he/she is late for school. If it is necessary for a child to leave school during the school hours, a parent/guardian must sign the student out in the school office. The school must have the parent's/guardian/s authorization to allow a student to leave school with someone other than the parent/guardian.

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

## **PARENT INVOLVEMENT & COMMUNICATION**

In addition to this Parent & Student Handbook, each family will receive school newsletters and regular classroom notes. Please read all communications from school thoroughly and discuss key points with your child. To communicate with the school, please send a note to the classroom teacher, office secretary or principal. Be sure to let us know the best time and place to call you. Please be patient, busy classroom teachers may be unable to contact you until later in the day or evening. Also, visit the District website [www.sid5.com](http://www.sid5.com) or Facebook page to see what is going on in our building and/or District-wide.

## **VISITING**

When visiting, make sure to stop in the office first. You are welcome to visit or volunteer in the classroom, library, office, during lunch or special programs throughout the school year. SIGN-IN and get a visitor's tag at the office **BEFORE** going to the activity. Parents/guardians are not to go to the classroom to hold a conference with a teacher without having a scheduled appointment. When visiting, be sure to pre-arrange a time with the classroom teacher, sign in at the office and pick up a visitor's tag. Students who do not attend our school are not allowed to visit.



## PARENT-TEACHER CONFERENCES

Parent-teacher conference dates are TBA. Parent-teacher conferences provide an opportunity for both the parent and the teacher to talk together about the child's academic and social progress, work habits, relationships with others, listening skills and behavior. When discussing the conference with your child, focus on his or her strengths in addition to how he or she can improve. We are pleased to send non-custodial parents copies of the school handbook, calendar, newsletters and report cards and/or meet with them.

## PREPARE YOUR CHILD FOR LEARNING

1. Establish regular bed and breakfast times. Children need 9-12 hours of sleep each night and a nutritious breakfast so they can do their best at school. Breakfast is available at the school each day.
2. Have a quiet place at home where your child can read and do homework.
3. Assist your child in completing all homework by asking about assignments, predicting distractions (lack of materials, illness, ball games, etc.) and scheduling enough time to meet due dates.
4. Read daily!
5. Teach your child responsibility by having him or her arrive at school on time, attend school regularly, be prepared for school and to respect others at home, school, and in the community.

## BREAKFAST & LUNCH

Breakfast is available every morning. School lunch is available or students may bring a sack lunch from home. A menu is sent home monthly. Money for meals should be sent to the school on the first day of each week in a sealed envelope with the student's name, grade, teacher and purpose written on the outside. You may also pay by the month, semester or year using E-Pay on the district website. Meals cannot be charged. Students who owe lunch money will not be allowed to eat a hot lunch but will be offered milk and a peanut butter sandwich or cheese sandwich. Parents are invited to eat with their child at school occasionally. Bring a sack lunch or contact the school before 8:30 to order a hot lunch. Contact the school for an application or pick up a form at registration if your child is eligible for free or reduced priced meals. Parents of students receiving free or reduced meals must notify the school of any change in financial status. Parents may call to request a printout of their child's lunch account. Please do not send pop/soda with your child's lunch from home.

## RECESS

Students in PreK-1<sup>st</sup> **may** have a 15 minute morning and/or afternoon recess and a 15 minute recess before or after lunch. Children will go outdoors unless the wind chill is below 25 degrees factoring in wind chill. Please assist your child in dressing for outside recess during the winter (hat, gloves, boots, and coat).

## DISMISSAL

If your child's after school routine changes, you **must either send a note to the classroom teacher or notify the school office before 2:15 p.m.** If we do not receive notification of a change, the child will follow his/her normal routine.

## TRANSPORTATION AND TRAFFIC SAFETY

### BICYCLES

All bicycle riders must follow the rules outlined in the State of Illinois Rules of the Road. Bicycles must be walked on the school grounds and adjacent sidewalks. Bicycles must be parked in the bicycle rack provided by the school upon arrival on the school grounds and not used during the school day. Students attending Washington Elementary cannot ride bikes to school. Review bicycle safety rules with your child regularly. Ride the route with your child beforehand to ensure safety.

## **BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Parents may contact the director of transportation, Kevin Price, at 217-322-4311 ext. 725 to find out bus stops. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by administration.

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

### **BUS DISCIPLINARY PROCEDURES**

**Minor incidents** will result in warnings and possibly denial of privileges at school. Repeated violations will result in suspension of bus riding privileges.

**Major offenses** will result in possible denial of privileges at school and/or suspension of bus riding privileges.

## **HEALTH & SAFETY**

### **ACCIDENTS**

Accidents and injuries will be reported immediately to school staff. Serious accidents or injuries will be reported to the school nurse and parents will be contacted. Please explain to your child that it is important to tell a teacher or staff member if he or she gets hurt.

### **DISASTER DRILLS**

Evacuation (fire), Lockdown & Shelter-in-Place (tornado) drills are held throughout the school year. Instructions are discussed thoroughly and all students participate in practice drills.

### **EARLY DISMISSAL**

The school calendar and newsletters list all early dismissal days. Plan child care arrangements in advance and question your child to be sure he or she knows what to do on early dismissal days.

## **EMERGENCY PHONE NUMBERS**

The school must know how to contact a parent/guardian at all times. Two (2) current emergency phone numbers must be on record at the school. Notify the school if you change home or work numbers. Give the school the phone number of a responsible person to call if we are unable to locate you.

## FOOD

Notify the school, classroom teacher, nurse and cafeteria if your child has food allergies. Many children have food allergies so students are to eat their own food and not share their food with others at lunchtime. Please instruct your child not to share or trade food with other children. Do not send items from home in glass containers. **Do not send soda as their drink. Please make sure your student has at least one nutritious item in your student's lunch.** Please make sure that if the food in their lunch needs refrigeration that there are ice packs within their lunch container.

## HYGIENE

Two of the most important ways students can prevent the spread of germs are to wash their hands regularly and use tissues to blow their noses.

## HEAD LICE

Students with live lice will receive a courtesy call from the nurse updating you on your student's status. It is recommended to treat and remove all nits.

## HEALTH EXAMINATIONS AND IMMUNIZATIONS

**Physical exams and immunizations must be up to date prior to the first day of school according to State Law or complete the waiver form.** Your child will not be allowed to attend school until the school has received proof that these requirements have been met. Pre-K students are required to have a lead screening, immunization record and a physical. Kindergarten students must have boosters, a school physical, a lead screening, a dental exam, and a vision exam by an optometrist/ophthalmologist. 2nd graders must have a dental exam.

## MEDICATION

**Student Medication-**Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

**Self-Administration of Medication-**A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler.

## PHYSICAL EDUCATION

If an illness, injury or physical condition prohibits participation in physical education, a note from the parent requesting that the student be excused is required. If the student must be excused for more than one day, a note from a doctor is required, or approval from the principal. **GYM SHOES ARE REQUIRED FOR PE** and can stay at school. Backless tennis shoes, flip-flops, cowboy boots, sandals, snow boots and platform tennis shoes are not safe for PE and therefore are not acceptable.

### Exemption From Physical Education Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

### **WEATHER**

The school office has a radio that warns us of severe weather. In the event of severe weather such as tornado warnings, children may need to remain at school past dismissal time. Students participate in regular drills and will know what to do in the event of an actual warning. Occasionally, school may be dismissed early or canceled due to ice or snow. **The District Telephone Broadcast Service will contact you with a recording notifying you of dismissal information and/or you can listen to the local radio stations for early dismissal/cancellation information.** Please do not call the school or the radio station. Make sure your child knows what he/she is to do if school is dismissed early for weather. Changes in the daily routine can be upsetting or frightening for children. Have a well thought out plan for childcare and transportation. Some children need supervision for dressing appropriately for the weather. Help your child by listening to the weather report, and planning for weather changes during the day. Children will need hats, heavy coats, boots and gloves for outdoor recess during cold weather. Recess and PE can be outdoors as long as the temperature including wind chill is greater than 25 F.

### **OTHER RULES, GUIDELINES & INFORMATION**

#### **BANNED ITEMS**

Body sprays (such as Axe), "heelies" (shoes with wheels in the sole), book bags with wheels and chewing gum are banned from school. Items brought to school will be confiscated and disciplinary action taken.

#### **DRESS**

Students who are neat and clean bring pride to themselves and the school. Wearing articles which are disruptive to the educational process or create a safety hazard are prohibited. This includes, but is not limited to, see-through clothing, bare-midriff tops, halter tops or spaghetti straps, underwear worn as outerwear, skin-tight clothing, beach apparel, pants that are falling down, shorts that are too short, watch or wallet chains, gang-related apparel or insignia and shirts that promote drugs, alcohol or sex. Clothing may not expose undergarments or midriff. Shorts should be long enough that skin cannot be touched when extending arms straight down at the side. No hats are to be worn in the building. Purses and book bags should be kept in lockers or cubbies. For safety purposes, we highly recommend students not wear flip-flop sandals to school, as they are required to have athletic shoes for PE and recess for safety reasons anyway. **If they do not have athletic shoes for these times during the day, then they may have to sit out for recess, or may be marked down for their PE grade.**

## **DRUG PREVENTION-Regular classroom instruction.**

### **FEES/TEXTBOOKS/SUPPLIES**

A list of supplies your child will need in school was given at registration. It is the parents' responsibility to see that their child has the necessary supplies to be successful in school. Please check periodically to see if replacements are needed. Supplies do run out, get accidentally thrown away, misplaced, borrowed, or broken.

### **FLOWERS & BALLOONS**

Do **NOT** have flowers or balloons delivered to school for your child.

### **SCHOOL PARTIES**

**ALL food that is brought to school must be store bought and individually wrapped. Please do not send soda unless approved by the classroom teacher.**

### **BIRTHDAYS – FOOD & INVITATIONS**

**ALL food that is brought to school must be store bought and individually wrapped. Please do not send soda unless approved by the classroom teacher.** Invitations to parties and activities may be distributed at school only when there is an invitation for every child in the class.

### **LOST AND FOUND**

The school office has a lost and found area. Please check lost and found regularly. It surprises us to gather and then eventually give to charity very nice coats, sweatshirts and shoes!

### **MONEY AND VALUABLES**

All money sent to school should be in a sealed envelope with the student's name, grade, teacher and purpose written on the outside. Students should leave personal belongings and valuables at home unless they have special permission from parents or their teachers. We do not want to risk the items being lost, stolen or damaged at school. The school is not responsible for loss or damage to personal belongings and valuables. Lockers will not have locks.

### **NON-DISCRIMINATION**

Schuyler Industry School District #5 does not discriminate against any individual on the basis of color, race, nationality, religion, sex, sexual orientation, ancestry, age, marital status, physical/mental handicap or status of being homeless.

### **RETENTION POLICY**

The district holds the right to review each case and place students accordingly.

### **STUDENT RECORDS**

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings that are created in part for law enforcement, security, or safety reasons or purposes; and electronic recordings made on school buses

## **SUPPORT SERVICES**

### **Program Guidelines**

Washington and Webster Elementary Schools have developed a Counseling Program that closely follows both the Illinois School Counseling Association (ISCA) Model of School Counseling and the American School Counselor Association (ASCA) Model of School Counseling. These models outline the growing need for school professionals to be licensed in school counseling and mental health services. At this time, school counseling at our institution is available to all students Kindergarten through 4th grade in both direct and indirect service capacities including but not limited to: individual counseling, small group counseling, full classroom social-emotional learning lessons, full student-body positive behavioral systems, and crisis intervention.

### **ASCA National Model**

The American School Counseling Association National Model for School Counselors states that a School Counselor should spend at least 80% of their time providing direct and indirect student services. No more than 20% of a school counselor's time should be spent providing other school support services. Direct student services include individual counseling, small group counseling, and social-emotional learning classroom lessons. Indirect services include school-wide positive behavior intervention systems, staff consultation, parent consultation, and other school-wide culture building activities.

### **Referral Process**

All students can be referred for individual or small group school counseling in one of three ways. First, parents/guardians may refer their students using the online Google Form, or by contacting the school counselor directly. Second, a student's teacher or an involved staff member can refer a student for individual or small group counseling by using the online Google Form after discussing their observed need with the parents/guardians. Third, a student can self-refer for counseling services during a crisis, or due to other perceived needs that will be assessed by the school counselor and determined reasonable or unreasonable for continued services. **Counseling Services will be available to all students in as "as needed" capacity at all times without prior consent.**

Parent permission for these services will be requested when a student is referred for regular, weekly, bi-weekly, or monthly services (not "as needed"), but is not mandated by the State of Illinois. These services will not begin until parent/guardian written or electronic signatures have been provided. This handbook serves as the informed consent for parents and staff, as well as students. However, at the onset of any individual or small group services, informed consent is always explained to the students and repeated once per year as services continue.

### **Informed Consent**

All individual counseling services are considered confidential between the student and School Counselor. Small Groups are considered confidential and privileged for the School Counselor, however, discretion is explained and expected of all group members but cannot legally be enforced. Any notes and documentation of individual and small group services retained are for the sole purpose of progress tracking by the School Counselor and are not available to any other staff member or family members of the student. In the event that the student discloses information to the counselor that indicates the student is at risk of harm to themselves, to others, or that someone else is at risk of harm and the student is witness to this trauma, mandated reporting will take precedence over confidentiality as required by Illinois State Law.

The School Counselor, as a member of the SID5 organization, also maintains the discretion to share necessary information with other organization staff members as it applies to the student's success at SID5, i.e. If a student is having a bad morning and discloses to the school counselor that their dog died that morning, the school counselor may choose to disclose this information to the classroom teacher, principal, or monitoring staff member, so that the institution understand that the mood or behaviors exhibited by the student that day/week may be a direct result of the emotions related to said event.

Students with IEP and 504 services who are referred for Counseling Services/Social Work Services will have documentation on both their IEP/504 paperwork, as well as progress notes kept by the school counselor. Progress

will be discussed with parents/guardians and the IEP team for all goals affecting the students academic progress quarterly or in compliance with the IEP guidelines.

### **End of Services**

The School Counselor may end services with a student for a variety of reasons. If the student is successfully meeting their counseling goals and has become functional in the school setting without the need for continued support, services will be ended after discussing long-term independent goals and options for later services if needed with the student. Services will also end if a student is not willing to participate or not willing to work toward appropriate goals and would therefore be better served by remaining in the academic setting. The School Counselor has the right to end services for other reasons that are up to the discretion of the institution. All IEP/504 rules will be followed when considering removing services. When a student ages out of elementary counseling, a referral will be made to the Middle School Social Worker if the School Counselor recommends continued individual or small group services. If a parent or guardian wishes for the student to discontinue individual or small group services with the School Counselor, written notification should be given to the School Counselor, Elementary Principal, and/or Special Services Director. Full student body services and classroom social emotional lessons will continue to be available to all students.

### **CELL PHONES, ELECTRONIC DEVICES**

**Cell phone use during the school hours is prohibited. Students may have cell phones at school but they must be kept in their lockers at all times during school hours. Tablets may be used only for reading in the morning before the bell rings and classes begin. Any devices that are being used for game purposes during the AM meeting will receive one (1) warning. Second offense parents will be notified and the device would then need to be picked up by a parent in the school office. During the school day, tablets will remain in unsecured lockers, or in the classroom at the teacher's discretion.** Disciplinary action will be taken when students use these devices during the school day without permission. Inappropriate use of cameras/videos may also result in disciplinary action. Items may be confiscated and would then need to be picked up by a parent in the school office. The district provides ample opportunity for students to use the school's phone in case of an emergency. School, and district staff are not responsible for any damages or loss of any electronic devices.

### **TRANSFERRING TO A NEW SCHOOL**

A parent/guardian written permission is required in order to send a student's school records to a new school. The school office will issue a Student in Good Standing form, as required by Illinois State Law, that is to be delivered to the new school. No Illinois school can enroll the student until they receive this form.

### **SEARCH & SEIZURE**

**For the safety and supervision of students, in the absence of parents/guardians, to maintain discipline and order in the schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of lockers, students and their personal effects.** If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized by school authorities and disciplinary action will be taken. When appropriate, evidence gathered from a search may be transferred to law enforcement officials. These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school activities, including but not limited to:

- a. On school grounds before, during or after school hours and at any other time when the school is being used by a school group.
- b. Off school grounds at a school activity, function or event.
- c. Traveling to or from school or a school activity, function or event.
- d. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes for an education function.

## **BEHAVIOR INTERVENTIONS FOR STUDENTS WITH DISABILITIES**

This Board policy is available upon request.

### **BULLYING & HARASSMENT**

#### *Prevention of and Response to Bullying, Intimidation, and Harassment*

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.



### Complaint Managers:

<u>Beau Fretueg</u> Name	<u>Jeff Ackman</u> Name
<u>SID#5 Board Office</u> Address	<u>SIMS</u> Address
<u>322-4311 ext 777</u> Phone Number	<u>322-4311 ext 405</u> Phone Number
<u>bfretueg@sid5.com</u> Email Address	<u>jeff.ackman@sid5.com</u> Email Address

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

#### Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### SEXUAL HARASSMENT

#### Sexual Harassment & Teen Dating Violence Prohibited

#### Sexual Harassment Prohibited

Sexual harassment of students is prohibited. A person engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
  1. Substantially interfering with a student's educational environment
  2. Creating an intimidating, hostile, or offensive educational environment;
  3. Depriving a student of educational aid, benefits, services, or treatment; or
  4. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms *intimidating*, *hostile*, and *offensive* include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term *sexual violence* includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

**Making a Complaint; Enforcement**

Students are encouraged to report claims or incidents of sexual harassment, or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, dean of students, or a complaint manager. A student may choose to report to a person of the student’s same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

**Nondiscrimination Coordinator:**

Noah Willis  
Name  
Webster ES  
Address  
322-4311 ext 205  
Phone Number  
nwillis@sid5.com  
Email Address

**Complaint Managers:**

<u>Beau Fretueg</u> Name	<u>Jeff Ackman</u> Name
<u>SID#5 Board Office</u> Address	<u>SIMS</u> Address
<u>322-4311 ext 777</u> Phone Number	<u>322-4311 ext 405</u> Phone Number
<u>bfretueg@sid5.com</u> Email Address	<u>jeff.ackman@sid5.com</u> Email Address

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

**SCHOOL HARASSMENT PROCEDURE:**

A. PHILOSOPHY- It is the philosophy of Schuyler-Industry Schools that we will provide for our students an educational environment free of unwelcome sexual advances for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment as defined in TitleVII of the Civil RightsAct.

1. It shall be a violation of this procedure for any Schuyler-Industry School student or staff member to harass another staff member or student through conduct or communication of a sexual nature.

2. Schuyler-Industry School Officials shall be responsible for promoting understanding and acceptance of, assuring compliance with, state and federal laws and Schuyler-Industry Schools and on transportation to and from schools. Violations of this procedure will be cause for disciplinary action and will constitute a major infraction.

B. Definition - Sexual harassment is defined as any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term condition of an individual’s status and a student.

2. Submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual, or

3. Such conduct has the purpose or effect of substantially interfering with an individual’s work or school performance or creating an intimidating, hostile or offensive school environment.

Sexually harassing behaviors can include but are not limited to:

- A. Jokes, language, epithets, advances or propositions of a sexual nature.
  - B. Possession of or display of sexually suggestive objects, pictures, magazines, or cartoons.
  - C. Comments about a person's body or sexual orientation, prowess or deficiencies.
  - D. Touching, leering, whistling, or suggestive, insulting or obscene comments or gestures.
  - E. Harassment consistently targeted at only one sex, even if the content of the verbal abuse is not sexual.
  - F. Hostile environment harassment involves the maintenance of an atmosphere, which unreasonably interferes with an individual's performance and / or creates a hostile or offensive environment.
- C. PROCEDURES - Any person who alleges sexual harassment by a staff member or student at Schuyler-Industry Schools may file a complaint directly to their building administrator or any one of the members of the panel set up in investigate such reports. The panel will consist of the building principal and / or the district psychologist and a Schuyler County teacher named by the building principal and / or district psychologist. Filing a complaint of such will not reflect upon the individual's status, nor will it affect future employment, grades, or work assignments.
- ❖ If the complaint is given to a building administrator who is not a member of the investigation panel, the administrator shall, within 24 hours, forward the complaint on to a member of the panel so that it can be investigated.
  - ❖ A member of the panel will investigate the complaint by interviewing each party individually, as well as any third party who witnessed the incident. Any third person with knowledge of belief of conduct, which may constitute sexual harassment, shall report the conduct immediately to the proper officials.
- The person alleging the harassment will be asked to document the incident in writing. The written report may be done anonymously. If the report is made verbally, the school official shall document the report in writing within 24 hours. There shall be a form provided to use for such written reports.
- ❖ If, after a thorough investigation of the incident, it is determined by the panel members that the complaint was unfounded, that decision shall be provided by the panel member to the involved parties and any written record of that complaint shall be kept separate from the employee's personnel or the student's file.
- D. APPEAL - If, after a thorough investigation of the incident, a party is not satisfied with the decision made by the panel member, the party has the right to appeal, in writing to the district superintendent, the decision to the entire panel for review. The dissatisfied party and all other involved parties shall have the right to a hearing by the panel. That hearing shall be held within 5 school days from the time the written appeal is received.

After the hearing, a written decision will be rendered by the panel and provided to the involved parties. If it is determined by the panel that the complaint was unfounded, that decision shall be provided to the involved parties and any written record of the complaint was unfounded, that decision shall be provided to the involved parties and any written record of the complaint shall be kept separate from the employee's personnel or the student's file.

E. SANCTIONS - If, after a thorough investigation of the incident, it is determined that the complaint is founded, the following will occur:

- ❖ In the case of a staff member, a substantiated charge will be immediately reported to the superintendent and disciplinary action, consistent with the terms of any applicable collective bargaining agreement, individual contract policy, or statute will result.
- ❖ In the case of a student, a substantiated charge will constitute a major infraction. Mediation will also be required of both parties in the complaint in order to have the students resolve differences to prevent future occurrences. In instances where it is deemed appropriate by the school official, the victim of the harassment may be asked to write a letter describing his / her feelings to the harasser.

F. NO RETALIATION FOR REPORTING - Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Anyone who retaliates against: 1) an individual who reports sexual harassment, 2) an individual who testifies, assists or participates in an investigation, proceeding, or hearing relating to the complaint will be disciplined in a manner consistent with: a) a collective bargaining agreement, b) student handbook, c) individual contract, d) Board policy, or e) statute

G. NOTIFICATION - Notice of this procedure will be circulated and explained to all students. It will also be disseminated to parents. Training sessions on this procedure and the prevention of sexual harassment shall be held for Schuyler County School staff and students on an annual basis.

**UNIFORM GRIEVANCE PROCEDURE** Students or their parent (s) / guardian (s), employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their right guaranteed by the State or Federal Constitution, State or Federal statute, or Board policy including: 1. Title II of the Americans with Disabilities Act; 2. Title IX of the Education Amendments of 1972; 3. Section 504 of the Rehabilitation Act of 1973; 4. Claims of sexual harassment under the Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972. The

Complaint Manager will endeavor to respond to and resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of the grievance procedure does not extend any filing deadline related to the pursuit of other deadlines.

1. **Filing a Complaint** A person (hereinafter Complainant) who wishes to avail himself or herself to this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent (s) / guardian (s) of a student. The Complaint Manager may assist the Complainant in filing a grievance.

2. **Investigation:** The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, who shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

3. **Decision and Appeal** After receipt of the Complaint Manager's report, the Superintendent shall render a written decision, which shall be provided, to the Complainant. If the Complainant is not satisfied with the decision, The Complainant may appeal it to the Board of Education by making a request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision, which shall be provided, to the Complainant. The grievance procedure shall not be construed to create an independent right to the Board of Education hearing.

**Appointing Complaint Managers:** The Superintendent shall appoint at least two Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator may be appointed a Complaint Manager.

The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Name: Dr. Beau Fretueg

Address: 740 Maple Ave.

Phone number: 217-322-4311

**This handbook may be amended during the school year without prior notice and is only a summary of Board Policy. Board Policy is available at the District Office**

## **Prekindergarten/Early Childhood Program**

### **Pre-K Philosophy**

The Schuyler-Industry #5 Pre-K program is a grant-funded program providing an age-appropriate educational program for children 3-5 years of age. Children are determined eligible as a result of the screening process and information provided by the family. The Pre-K program supports the philosophy that children learn through active engagement with materials through play. Play is essential for young children and supports all areas of development - physical, social, emotional, cognitive, aesthetic, and language. The Pre-K program emphasizes an integrated approach to meet the needs of each child in each area of development.

### **Pre-K Paperwork**

The following forms must be on file before the first day of Pre-K:

A certified copy of the student's birth certificate

Physical and immunization record including lead screen

All Schuyler-Industry District 5 school registration forms

### **Arrival and Dismissal Times**

Arrival:	Morning Classes:	8:00 am
	Afternoon Classes:	12:00 pm

Dismissal:	Morning Classes:	10:30 am for car riders/10:45 for bus riders
	Afternoon Classes:	2:30 pm for car riders/2:52 pm for bus riders

### **Attendance**

Please call the school at (217) 322-4311 ext. 110 if your child will not be at school. Students who miss 9 or more days without a recognized excuse are considered chronic truants. If chronic truancy persists, the school will take further action such as a referral to the truancy officer

### **Family Involvement**

The Pre-K program recognizes the family as the child's first teacher. Families play a vital role in creating bridges between familiar home experiences and new school opportunities. Therefore, a working partnership between the family and school is central to each student's success:

1. Parent participation is encouraged throughout the school year, including parent-teacher conferences, open house, family nights, parent meetings, classroom visits, field trips, etc.
2. For your child's safety, please notify the school immediately of any changes to your address, home/work/cell phone numbers, or place of employment.
3. Please send your child to preschool in "play" clothes as they may get stained by markers, paint, juice, or dirt. Avoid belts, bibs, or other difficult fasteners that may limit your child's independence with dressing or toileting. In cold weather, be sure your child has a coat, hat, and mittens/gloves. For your child's safety, flip flops are not permitted. Please keep an extra change of clothes in your child's backpack at all times.
4. Check your child's backpack, folder, and agenda book daily.